

ROSHINA ANAM MAJID

H # 38, Block W, Phase III, DHA, Lahore.

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PROFILE:

Obtain a position as a team-player in a people-oriented organization where I can maximize my experience in a challenging environment to achieve the corporate goals and i wish to utilize my skills to achieve a successful career in my professional life and intend to pursue my job in a challenging environment and progress mutually with the employer with all my hard work, discipline, commitment, honesty and sincerity.



ACADEMIC QUALIFICATIONS:

Mirpur University of Science and Technology
Bachelor of Science (Electrical)

Mirpur, A J & K
2012

APSAC, Bhimber
F. Sc. (Pre-Engineering)

Bhimber, A J & K
2008

APSAC, Bhimer
Matric in Science

Bhimber, A J & K
2004

PROFESSIONAL QUALIFICATIONS:

Developing reflective practitioner (DRP)
Beaconhouse, Islamabad

Islamabad, Pakistan
2017

Project Based Learning program
Beaconhouse, Gujrat

Islamabad, Pakistan
2017

Zero Level Training of O levels
Beaconhouse, Islamabad

Islamabad, Pakistan
2017

Collaborative O level session
Beaconhouse, Islamabad

Islamabad, Pakistan
2017

Beginner's Teacher's Preparatory Program (BTP)
Beaconhouse, Gujrat

Gujrat, Pakistan
2016

APSACS, Mangla
Subject Based Trainings

2015

British Council
IELTS 7+ Bands

2016

AJK Institute of Technology
Elementary Course (A*)

2008

PROFESSIONAL EXPERIENCE:

SCO

Mirpur, A J & K

Assistant Manager**Nov 2018 -Dec 2021**

- Schedule and coordinate meetings.
- Conduct employee performance reviews.
- Develop good customer relationships.
- Participate in recruitment and dismissal processes.
- Smooth out problems within the workplace.
- Address employee and customer concerns.
- Develop strategies for better workplace efficiency and goal achievement.
- Email and phone correspondence.
- Liaise between managers, customers and employees.
- Provide direction to staff.
- Monitor spending patterns and budget.
- Fill in for General Manager (GM) in times of absence.
- Make executive decisions, hold meetings and provide accountability.

MANGLA POWER STATION

Internship

JARI POWER STATION

Internship

TEACHING EXPERIENCE:

- Two Years' Experience as Science Teacher at Beacon House Mirpur
- One Year job at APSACs Jari as a Science Teacher for Middle School.
- One Year Experience as Junior Teacher at APSACs Mangla
- One year experience at The Nimble School System
- One Year experience at Vision Model college

PROFESSIONAL COMPETENCIES & SKILLS:

- Positive mindset
- High degree of self-motivation
- Team work Spirit
- Adaptable
- Rapid Learning Capability
- Best in conducting Role plays, group presentation, power point presentations etc.
- Team player and a flexible individual with a positive mindset.
- Strong observer & analyzer with good leadership & interpersonal skills.

PERSONAL PROFILE

Husband's Name:	Syed Umar Sajid
Date of Birth:	8 th August, 1987
Marital Status:	Married
Religion:	Islam
Domicile:	Bhimber

References will be furnished upon demand